



भारत सरकार
GOVERNMENT OF INDIA
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FOREST
& CLIMATE CHANGE

Integrated Regional Office
Aranya Bhawan, North
Block, Sector-19,
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Atal Nagar, Chhattisgarh
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Engagement of contractual staff against vacant sanctioned posts in the Integrated Regional Office (IRO), MoEF&CC Raipur (purely on contract basis) through reputed service providers

Integrated Regional Office, Ministry of Environment, Forest and Climate Change (MoEF&CC), Raipur invites applications from reputed service providers for filling up following 06 posts purely on contract basis.

- i. Scientist 'C' – 01
- ii. Research Assistant (Environment) -01
- iii. Research Investigator (Forestry) -01
- iv. Upper Division Clerk- 01
- v. Multi Tasking Staff – 01
- vi. Legal Assistant -01

1. **Terms of engagement :-**

- a) The detailed terms of reference with qualification and eligibility criteria, selection process is attached as **Annexure-1**.
- b) Place of work will be Raipur

2. **Submission of Applications:** Candidate may submit their application in the prescribed format provided in the terms of at email: iroraipur@gmail.com/ apccfcentral-ngp-mef@gov.in. No other mode of application will be accepted and application will be summarily rejected.

3. Candidates shall specifically mention "**Application for the post of**" in subject of the email.

4. The last date of the receipt of applications is 10th November 2020.

(Sd/-)
Regional Officer
Integrated Regional Office,
MoEF&CC, Raipur

Terms of Reference for Engagement of Upper Division Clerk and MTS on contract basis

Integrated Regional Office (IRO), Ministry Environment, Forest and Climate Change (MoEF&CC), Raipur invites application from reputed service providers for filling up of 1 post of Upper Division Clerk and 1 post of MTS against the posts of Stenographer Grade D/UDC/MTS purely on contract basis:

1. Qualification :-

Upper Division Clerk (UDC) : 12th class pass or equivalent qualification from a recognised Board or University with typing speed of 35 w.p.m in English or 30 w.p.m. in Hindi on computer.

Multi Tasking Staff (MTS): Matriculation or equivalent from a recognized Board or Industrial Training pass certificate from a recognised Institute.

2. Age Limit: - Age should be between 18 and 27 years on 1st April, 2020.

3. Terms of Engagement:- a) The engagement to the above posts on contract basis in the Integrated Regional Office, Ministry of Environment, Forest and Climate Change, Raipur will be initially for a period of one year expandable one year at a time subject to assessment of performance of the professional and extension will be considered on a case to case basis with the approval of the Competent Authority.

b) The contractual appointment would be on full time basis and the appointed person will not be permitted to take up any other assignment during the period of engagement with the IRO, MoEF&CC, Raipur.

c) The appointment will be purely on a temporary nature and can be cancelled at any time by the IRO, MoEF&CC, Raipur without assigning any reason whatsoever.

4. Remuneration: A consolidated pay of Rs. 15,000/- p.m. per person excluding profit and taxes if engaged through a Service provider.

5. Attendance and Working days: a) The working hours shall be same as regular Government Employee working in MoEF&CC. No extra remuneration shall be allowed for working beyond office hours or on Saturday/Sundays/Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the Head of Department of the IRO, MoEF&CC, Raipur.

b) The attendance shall be marked by the staff on Contract basis.

6. Leave: The staff shall be entitled for 8 day of leave annually without any provision for carry forward of the leave, if unutilized during the year. In case the staff member is absent from the work beyond their entitled leave, proportionate deduction from their emoluments will be made. Maternity Leave as per Government of India instructions issued from time to time would be available female members.

7. The appointment is of temporary (non-official) nature and appointment can be cancelled at any time by the Head of Department without assigning any reason. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.
8. **Allowances:** The staff shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Bonus, Retirement Benefits, Leave Travel Concession, Personal Staff, CGHS, Medical Reimbursement Etc. They shall be entitled for Travel allowances for approved tours at par with regular employees drawing similar basic pay.
- 9 **Submission of applications:** Service providers may submit their quotes (along with the self-attested copies of educational qualification and post qualification experience of the candidates).
- 10 Selection will be through personal interview. Only shortlisted candidates will be called for interview in case of the application are received in large number.
- 11 a) The staff are expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties, his/her engagement will be liable for discontinuation without assigning any reason.
b) During the period of assignment with MoEF&CC, the staff would be subject to the provisions of the India Official Secret Act, 1923 and will not divulge any information gathered by him authorized to know the same.
12. The last date of the receipt of applications is 10th November, 2020.

Terms of Reference for Engagement of Scientist 'C' on contract basis

Integrated Regional Office, Ministry of Environment, Forest and Climate Change (MoEF&CC), Raipur invites applications from reputed service providers for filling up 1 post of Scientist C purely on contract basis at the following locations:

1. Qualification:

SI No	Name of the Post	Educational Qualifications	Experience	Remuneration
1	Scientist C Age Limit: not more than 35 years as on 1 st April 2020	Master's Degree in Natural Science or Agricultural Science; or Bachelors' Degree in Engineering or Technology; or Bachelors' Degree in Medicine	Educational Qualification with 3 years of Experience in the field of Environmental Pollution Control or Environment Impact Assessment or Hazardous Substances.	Rs. 40,000/- p.m. per person excluding profit and taxes if engaged through a Service provider

2. Terms of engagement:- a) The engagement to the above posts on contract basis in the Integrated Regional Office, Ministry of Environment, Forest and Climate Change, Raipur will be initially for a period of one year or till the vacant post are filled on regular basis at the discretion of the Competent Authority

b) The contractual appointment would be on full time basis and the appointed person will not be permitted to take up any other assignment during the period of the engagement with the IRO, MoEF&CC, Raipur. As the post is temporary in nature and purely on contractual basis, in no case any request for promotion or absorption as permanent employees shall be entertained.

c) The appointment will be purely on temporary nature and can be cancelled at any time by the IRO, MoEF&CC, Raipur without assigning any reason whatsoever.

3. Attendance and Working days: a) The working hours shall be same as regular Government employee working in MOEF&CC. No extra remuneration shall be allowed for working beyond office hours or on Saturday/Sunday//Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the Head of Department of the IRO, MoEF&CC, Raipur.

b) The attendance shall be marked by the staff on Contract basis.

4. Leave: The staff shall be entitled for 8 days of leave annually without any provision for carry forward of the leave, if unutilized during the year. In case the staff member is absent from the work beyond their entitled leave, proportionate deduction from their

emoluments will be made. Maternity Leave as per Government of India instructions issued from time to time would be available to female members.

5. The appointment is of temporary (non-official) nature and appointment can be cancelled at any time by the Head of Department without assigning any reason. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.
6. **Allowances:** The staff shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Bonus, Retirement Benefits, Leave Travel Concession, Personal Staff, CGHS, Medical reimbursement etc. They shall be entitle for Travel allowances for approved tours at par with regular employees drawing similar basic pay.
7. **Submission of Applications:** Service provided may submit their quotes (along with the self attested copies of education qualification and post qualification experience of the candidates)
8. Selection will be through personal interview. Only shortlisted candidates will be called for interview in case of the applications are receive in large number.
9.
 - a) The staff are expected to display utmost honesty, secrecy, sincerity, and good conduct while discharging his/her duties. In case services are found in conflict of interests of Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason.
 - b) During the period of assignment with MOEF&CC, the staff would be subject to the provisions of the India Official Secret Act, 1923 and will not divulge any information gathered by him authorized to know the same.
 - c) Selected candidates shall provide integrity certificate form 2 references known to them.
 - d) A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.
10. The last date of the receipt of applications is 10th November 2020.

Terms of Reference for Engagement of Research Assistant (RA)/ Research Investigator (RI) on contract basis

Integrated Regional Office (IRO), Ministry of Environment, Forest and Climate Change (MoEF&CC), Raipur invites applications from reputed service providers for filling up 1 post of **Research Assistant (Environment)** and 1 post of **Research Investigator (Forestry)** purely on contract basis at the following locations:

1. **Qualification for Research Officer / Research Assistant** : Master's degree in Environmental Sciences/ Earth Science/ Botany/ Zoology/Chemistry/ Bio-Chemistry/Bio-Technology or Bachelor's Degree in Engineering / Technology in Environmental Sciences/ Bio- Technology from a recognized University with experience of 1 to 3 years in collection and analysis of data on Environmental Sciences as well as good Knowledge of M.S. Office.
2. **Qualification for Technical Officer/ Research Investigator**: Master's degree in Statistics or Operations Research or Forestry or Economics (With Statistics) or two years Post-Graduate Diploma in Forestry Management from a recognized Institute/ University with two years experience in collection or compilation or analysis of data including data in Agriculture or Forestry work.
3. **Age Limit** : Not more than 35 years as on 01st April 2020
4. **Terms of engagement** : a) The engagement to the above posts on contract basis in the Integrated Regional Office, Ministry of Environment, Forest and Climate Change, Raipur will be initially for a period of one year or till the vacant posts are filled on regular basis at the discretion of the Competent Authority.

b) The contractual appointment would be on full time basis and the appointment person will not be permitted to take up any other assignment during the period of engagement either the IRO, MoEF&CC, Raipur. As the post is temporary in nature and purely on contractual basis, in no case any request for promotion or absorption as permanent employee shall be entertained.
5. **Remuneration**: A consolidated pay of Rs 40,000/- p.m per person excluding profit and taxes of engaged through a service provider.
6. **Attendance and Working days**: a) The working hours shall be same as regular Government employee working in MOEF&CC. No extra remuneration shall be allowed for working beyond office hours or on Saturday/Sunday//Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the Head of Department of the IRO, MoEF&CC, Raipur.
7. **Leave**: The staff shall be entitled for 8 days of leave annually without any provision for carry forward of the leave, if unutilized during the year. In case the staff member is absent from the work beyond their entitled leave, proportionate deduction from their emoluments will be made. Maternity Leave as per Government of India instructions issued from time to time would be available to female members.

8. The appointment is of temporary (non-official) nature and appointment can be cancelled at any time by the Head of Department without assigning any reason. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.
9. **Allowances:** The staff shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Bonus, Retirement Benefits, Leave Travel Concession, Personal Staff, CGHS, Medical reimbursement etc. They shall be entitled for Travel allowances for approved tours at par with regular employees drawing similar basic pay.
10. **Submission of Applications:** Service provided may submit their quotes (along with the self attested copies of education qualification and post qualification experience of the candidates)
11. Selection will be through personal interview. Only shortlisted candidates will be called for interview in case of the applications are receive in large number.
- 12.a) The staff are expected to display utmost honesty, secrecy, sincerity, and good conduct while discharging his/her duties. In case services are found in conflict of interests of Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason.
- b) During the period of assignment with MOEF&CC, the staff would be subject to the provisions of the India Official Secret Act, 1923 and will not divulge any information gathered by him authorized to know the same.
- c) Selected candidates shall provide integrity certificate form 2 references known to them.
- d) A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.
13. The last date of the receipt of applications is 10th November 2020

Terms of Reference for Engagement of Legal Assistant on contract basis

Integrated Regional Office (IRO), Ministry of Environment, Forest and Climate Change (MoEF&CC), Raipur Invites applications from reputed service Providers for filling up 1 post of **Legal Assistant purely** on contract basis

1. Qualification for Legal Assistant:

Essential : Bachelor of Law/Masters of Law from Recognized University.

Desirable: Candidates possessing valid license to practice legal matters with one/two years experience.

2. Age Limit:-Not more than 35 years as on 1st April 2020.

3. Terms of engagement :- a) The engagement to the above posts on contract basis in the Integrated Regional Office, Ministry Of Environment ,Forest and Climate Change, Raipur will be initially for a period one year or till the vacant posts are filled on regular basis at the discretion of the Competent Authority.

b) The Contractual appointment would be on full time basis and the appointed person will not be permitted to take up any other assignment during the period of engagement with the IRO, MoEF&CC, Raipur. As the post is temporary in nature and purely on contractual basis, in no case any request for promotion or absorption as permanent employee shall be entertained.

4. Remuneration:- A consolidated pay of Rs.30,000/-p.m. per person excluding profit taxes of engaged through a Service provider.

5. Attendance and Working days: a) The working hours shall be same as regular Government Employee working in MOEF&CC .No extra remuneration shall be allowed for beyond office hours or on Saturday/Sunday/Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the Head of Department of the IRO, MoEF&CC, Raipur.

b) The attendance shall be marked by the staff on contract basis.

6. Leave: The Legal Consultant shall be entitled for 8 days of leave annually without any provision for carry forward of the leave, if unutilized during the year. In case the staff member is absent from the work beyond their entitled leave, proportionate deduction from their emoluments will be made. Maternity Leave as per Government of India instruction issued from time to time would be available to female members.

7. The appointment is of temporary (non-official) nature and appointment can be cancelled at any time by the Head of Department without assigning any reason .Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

8. Allowances: The staff shall not be entitled to any allowance such as Dearness Allowance Residential Telephone, Residential Accommodation ,Bonus, Retirement Benefits ,Leave Travel Concession ,Personal Staff, CGHS, Medical reimbursement

etc. They shall be entitled for travel allowances for approved tours at per with regular employees drawing similar basic pay.

- 9. Submission of Applications:** Service providers may submit their quotes (along with the self attested copies of educational qualification and post qualification experience of the candidates).
- 10.** Selection will be through personal interview .Only shortlisted candidates will be called for interview in case of the application are received in large number.
- 11.a)** The staff are expected to display utmost honesty , secrecy , sincerity and good conduct while discharging his/her duties. In case services are found in conflict of interests of Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason.
 - b) During the period of assignment with MOEF&CC, the staff would be subject to the provisions of the India Official Secret Act ,1923 and will not divulge any information gathered by him authorized to know the same .
 - c) Selected candidates shall provide integrity certificate from 2 references known to them.
 - d) A self – undertaking shall be provided by the candidate to the effect that he/she has to criminal record or criminal case in any court is pending against them.
- 12.** The last date of the receipt of applications is 10th November 2020.

Annexure-I

Application format for Appointment on Contract Basis in the Ministry of Environment ,Forest & Climate Change ,Integrated Regional Office.

1. Post Applied for:
2. Full Name :
3. Father's Name:
4. Date of Birth :
5. Domicile:
6. Nationality
7. Mailing Address:
8. Permanent Address:
9. Educational Qualification:

S.No.	Course Division/ Class	Subject	University/Institute	Year of Passing
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10. Work Experience:

S.No.	Organization/Institute	Period From –To	Nature of Work
Remarks			

11. Any other Information:

Declaration: I hereby declare that all statements made in the application above are true Complete and correct to the best of my knowledge and belief. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for.